VIEWING FINANCIAL AID INFORMATION IN myNKU

Starting December 3, 2021, the FINANCIAL AID tab for students in the MyNKU portal will be moved to a new Financial Aid tile on the STUDENT SELF-SERVICE tab. The new portal tile is more mobile friendly and shows student information in an easy to use format.

Student View

Students will see the Financial Aid tile in the Billing section on the STUDENT SELF-SERVICE tab.

- A drop down box allows students to select an academic year to view. There is also an Additional Info button which opens a web browser tab to the Financial Aid home page (https://inside.nku.edu/financialaid.html).
If the student has not accepted the Terms and Conditions for the selected Academic Year, they are not able to access any information on the Financial Aid tile. They must click on the Accept button.

Once they click Accept, the student will select an aid year from the dropdown. A new Terms Accepted button will appear under Additional Info which shows the date they accepted the Terms and Conditions. The student can click on the Terms Accepted: CCYY-MM-DD button to see the terms and conditions that they accepted.
- After choosing an aid year, the student is taken to a page that shows required documents and aid. If one of the required documents is not complete, there will be an Instructions button which will give the student information about any action they are required to complete.

- When the student clicks on the Upload Documents button, this pop-up will appear. The student will pick a document type and then be shown a box which lets them upload documents.
- The Awards section shows any aid that they have been awarded. There will be Accept or Reject radio buttons under the Aid Description and amount. The student will be able to Accept up to the amount shown. The student will also be able to click on the Shopping Sheet button and a shopping sheet for the selected academic year will open in a new tab.

- A Conditions button next to the aid description will appear if there is more information about the aid id for the student.
- When all aid is accepted or rejected, the student will click on the View Summary and Submit button to show their aid totaled by term. When they click on Breakdown, they will see their aid broken down for each term. They can click on the Confirm button to actually accept their aid and update NKU’s financial aid system.